

Job Description



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| Job title | Lecturer in Special Educational Needs and Disability (LSE17/04) |
| School | Life Sciences and Education |
| Normal Workbase | Stoke campus |
| Tenure | Permanent |
| Grade/Salary | Grade 7 |
| FTE | 1.0 fte |

Job Purpose

- To lead delivery of the Special Educational Needs and Disability (SEND) modules and pathways within the undergraduate programmes, to contribute to the development of new awards in this area and to undertake research and other related duties.
- To contribute to academic related disciplines including associated academic operational responsibilities as required ensuring an excellent student experience.
- To support the development and implementation of strategic initiatives.
- To participate in research, knowledge exchange and public engagement to enhance the reputation of the University

Relationships

Reporting to: Head of Education

Main Activities

1. To teach and examine students in the Education Department, with a specific focus on SEND modules.
2. To be responsible for the development, design, delivery, and leadership of courses of study in relation to awards in the SEND sector, including assessments methods ensuring that the learning materials and methods of the delivery meet defined learning objectives.
3. To undertake operational management and academic leadership responsibilities for the SEND UG module provision provided on campus and elsewhere in the UK or overseas; undertaking administrative responsibilities as allocated, making an important contribution to the accreditation of courses and quality control processes; playing a key role in validations and liaising with accreditation bodies as necessary, including responsibility for the Government linked to the area.
4. Working with, and leading colleagues as appropriate, in order to ensure the smooth running of the scheme or award(s) and modules and the achievement of School and University deadlines. Specifically, to support part time staff in the effective day-to-day operation of the allocated

academic area.

5. To manage liaison with external bodies, as appropriate in relation to awards in the SEND sector. This will include supporting staff development and curriculum development and monitoring standards.
6. To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the aims of the provision within the School and where appropriate, across other Schools of the University.
7. To contribute to the development of specialist teaching and learning provision, including short courses, in the subject specialism and associated disciplines.
8. To devise and deliver modules as determined by the relevant academic manager and to ensure that learning materials and methods of delivery meet defined learning objectives.
9. To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules/small awards, as directed by the relevant academic manager.
10. To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate.
11. To participate with other staff in the development of teaching, learning and assessment strategies.
12. To contribute to student support in administrative and pastoral roles, including advice to students on resits and to provide post-results counselling.
13. To represent both the award and the School in student recruitment activities, including participation in Clearing activities and in Open Days throughout the year.
14. To attend and contribute to School meetings, project teams and working groups in line with strategic initiatives as required
15. To contribute to the subject's activities and reputation both internally and externally
16. To exercise a high standard of advanced scholarship activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to such activities.
17. To enhance the School's ability to engage with industrial and external partner contacts through effective networking to build relationships for future activities.
18. To pursue enterprise and research activities which enhance the external revenue of the School and to deliver various forms of consultancy and other services as determined by the Head of Department.
19. To support and participate in the development of a strong research profile for the discipline through personal research or support for research active individuals.
20. To maintain and develop areas of expertise under the general guidance and oversight of the Head of Department.
21. To undertake both general Health & Safety responsibilities in accordance with the University's Health & Safety Policy and in addition, to provide such supervision as is necessary to ensure the health and safety of both Postgraduate and Undergraduate students.

22. To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
23. To undertake other such responsibilities as may reasonably be required by the Head of Department and/or Dean of School.

The above represents the range of generic activities, which could typically be expected of a Lecturer in the University, which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis and specific allocated responsibilities (see summary below) although these may change and develop according to the varying needs of the School and subject area, and also the developing skills and experience of the individual:-

SEND

Special Conditions

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning. In addition, the role holder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

External Activities

External activities for example membership of professional bodies, external examiner roles and journal editorial work which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution expects employees to take a cross University role e.g., through membership of Committees and Working Parties.

Professional Development

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate

Certificate in Higher and Professional Education (PgCHPE) or Post Graduate Diploma in Professional Education in Healthcare (PgDPEH). This must be completed within 24 months of appointment as a condition of his/her employment with Staffordshire University. If you are shortlisted, the chair of the interview panel will explain this further.

All members of academic staff will be expected to achieve Fellowship of the HEA within 12 months of appointment.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the research policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of School in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Where new staff can demonstrate a strong research background and a profile, which indicates potential to achieve research excellence consideration will be given to allocation of appropriate protected research time during the normal workload allocation cycle.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Should you wish to discuss this vacancy informally before making an application please contact:

Jim Pugh – email j.pugh@staffs.ac.uk

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the Faculty to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post

in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.



Person Specification

Job Title: Lecturer in Special Educational Needs and Disability (LSE17/04)

School: Life Sciences and Education

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

| No | Selection Criteria Description | Essential [E] or Desirable [D] | Assessed by * |
|----|---|--------------------------------|---------------|
| 1 | Possession of a PhD or equivalent professional standing in a relevant subject area | E | A |
| 2 | Experience of recent teaching in HE, assessment, developing specialist teaching materials and student support | E | A/I |
| 3 | Knowledge and awareness of current educational issues in relation to SEND with the broader education context; specifically early childhood and schools | E | A/I |
| 4 | Demonstrable experience of the design and development of support and/or training programmes in SEND (e.g. module design, CPD design, INSET design) | E | A/I |
| 5 | A creative, innovative and flexible approach to facilitating learning, with commitment to ensuring an excellent student experience | E | I/TE |
| 6 | Experience of providing pastoral and academic support to students | E | A/I |
| 7 | Excellent verbal and written communication skills with the ability to engage a diverse audience | E | A/I/TE |
| 8 | An effective team player who is self-motivated and with good organisational skills and able to work on own initiative | E | A/I |
| 9 | Recent experience in the supervision of research projects within areas of specialism. | E | A/I |
| 10 | A commitment to scholarship, learning and teaching, and delivering graduate employability skills through curriculum content. | E | A/I |
| 11 | The ability to contribute professionally in internal and external meetings, acting as a representative of the University and a champion of the subject specialism | E | I |

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| 12 | Membership of the HE Academy | D | A/I |
| 13 | An understanding of the key issues and challenges in the HE environment | D | I |
| 14 | Possession of a teaching qualification (Schools Sector) | D | A/I |

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| <p><u>*Key</u></p> <p>[A] Application form</p> <p>[I] Interview</p> <p>[TE] Teaching Exercise</p> | <p>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</p> <p>To be assessed during the formal interview process</p> <p>To be assessed during the teaching exercise taking account of the candidate's communication skills, subject knowledge, creativity and innovation in teaching methods, and engagement and interaction with the audience.</p> |
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